



## PERSONNEL COMMISSION

**Class Code: 5215**  
**Salary Range: 20 (C1)**

### CDC GUIDANCE SPECIALIST

#### JOB SUMMARY

Under general supervision, provide behavior intervention services for students and families participating in Child Development Center (CDC) programs; conduct parenting workshops on a variety of topics; develop in-service trainings and provide support to CDC staff regarding behavior intervention, disciplinary actions and dealing effectively with students and parents; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Provide behavior intervention services for students and families participating in Child Development Center (CDC) programs; serve as a member of the CDC support services team; provide parents and CDC staff with a variety of techniques and strategies designed to improve student behaviors. **E**
- Conduct parenting workshops on a variety of topics such as purpose of parenting, bullying, reward systems and effective discipline; develop workshop materials and presentations; arrange for guest speakers. **E**
- Develop in-service trainings and provide support to CDC staff regarding behavior intervention, disciplinary actions and dealing effectively with students and parents. **E**
- Observe and meet with students referred for behavior and discipline intervention; determine various behavior strategies and appropriate referrals for CDC teachers and parents; analyze student response to behavior modification techniques. **E**
- Conduct guidance conferences with parents, program staff and District staff to facilitate a team approach to student behavior challenges; work with elementary teachers and site staff to assure seamless transition of student services. **E**
- Establish collaborative relationships with a variety of community organizations and social service agencies; refer families to available social services and community resources. **E**
- Serve as a representative of CDC programs and make presentations to groups such as parent committees and community associations to explain CDC goals and promote CDC activities and services. **E**
- Prepare and maintain auditable records, notes and reports related to referred students and families; maintain confidentiality of sensitive and privileged information. **E**
- Communicate with administrators, students, parents, outside agencies and others to exchange information, coordinate activities and resolve issues or concerns. **E**

- Attend a variety of meetings, workshops and trainings to maintain current knowledge of developments in field of specialty and to develop community relationships; maintain awareness of strategies for effective parenting in an urban setting. ***E***
- Prepare and update CDC policies, procedures, forms and reports related to classroom behavior management and discipline of students. ***E***
- Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work. ***E***
- May administer first aid or necessary physical assistance to ill or distressed students and staff.
- May assist program coordinators/specialists investigate instances of alleged fraud and deceit regarding parental eligibility for subsidized child care services.

*Note: At the end of some of the duty statements there is an italicized **E** which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The CDC Guidance Specialist serves as a member of the CDC support services team and provides parents and CDC staff with a variety of techniques and strategies designed to improve student behaviors. An incumbent will be expected to be available to meet with parents and staff at a variety of locations (work sites, homes, CDC centers) and at varying times (6:30 a.m., lunch period, after 5:30 p.m.).

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Concepts of child development and behavior intervention and modification.  
Classroom procedures and appropriate student conduct.  
Child guidance and adolescent development principles and practices.  
Diverse needs of students and families from varying socioeconomic and cultural backgrounds.  
Community resources and social services.  
Record-keeping and report preparation techniques.  
Applicable laws, codes, policies and regulations related to assigned activities.  
Public speaking techniques.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a variety of office equipment including a computer and assigned software.  
General principles of first aid.

#### **Ability to:**

Provide parents and CDC staff with a variety of techniques and strategies designed to improve student behaviors.  
Develop in-service trainings and provide support to CDC staff regarding behavior intervention, disciplinary actions and dealing effectively with students and parents.  
Conduct parenting workshops and develop related materials and presentations.

Observe and analyze student response to behavior modification techniques.  
Inform parents and the public of CDC program goals, services and activities.  
Conduct guidance conferences with parents, program staff and District staff to facilitate a team approach to student behavior challenges.  
Refer students and families to available social services and community resources.  
Demonstrate empathetic listening and interpersonal skills with individuals from varying cultural and socioeconomic backgrounds.  
Establish and maintain cooperative and effective working relationships with others.  
Interpersonal skills using tact, patience and courtesy.  
Prepare and maintain a variety of auditable records, reports and files.  
Prepare and deliver oral presentations.  
Work independently with little direction.  
Prioritize and schedule work.  
Maintain confidentiality of sensitive and privileged information.  
Communicate effectively both orally and in writing.  
Operate a variety of office equipment including a computer and assigned software.  
Compose correspondence and written materials independently.  
Administer first aid or necessary physical assistance to students.

**Education and Training:**

Associate's degree including coursework in child development, education, counseling or a related field.

**Experience:**

Two years of experience working with students in a before or after school enrichment program or community organization including some experience working with students and parents regarding behavior issues.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license.

**WORKING ENVIRONMENT**

Classrooms, offices, student residences, and community organizations.  
Evening, weekend and variable hours.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Sitting or standing for extended periods of time.  
Hearing and speaking to exchange information in person and make presentations.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials and observe student behavior.  
Crouching, kneeling or stooping to observe and converse with students.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 6/23/16